



# **NETPDTC Briefing**

## **SEP 03**





# What does Resumix do?

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- Matches position requirements to skills
- Matches applicant skills against position skills
- Automatically Extracts Demographics and identifies KSAs (Knowledge, Skills, Abilities)
- 175,000 rules understand over 40,000 Categories, Skills, Schools, Titles, Companies, Schools, Majors and, Degrees





# Job Announcements

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- Open continuous job announcements can be accessed through the following web pages:
  - CREST – “Resumix” or “Employment Opportunities” buttons
  - HROs (Pensacola or servicing HRO)
  - HRSCs (Southeast or servicing HRSC)
  - DON HROC





# CREST

Civilian Recognition  
Employee Services  
and Training

## Welcome to CREST

CREST was created so Human Resources Development and Management services and information could be integrated and provided to NETPDTC employees via desktop access. CREST is layered into specific informational modules. The more specific the user's request becomes, the farther into the layers one is taken. CREST's point and click atmosphere provides the simplest architectural interface between the users and the services and information desired.

Although CREST has some NETPDTC specific information, this web site offers all government employees direct access to services and information that affects us daily.

## Helpful Tips

1. Menu items that have a "+" icon next to them indicates a drop-down menu
2. Click on [CREST Search Wizard](#) on the menu to perform a search from any page
3. Use the Links on the top of the sub pages to navigate back to the root page
4. Please email any website problems or suggestions to the [CREST webmaster](#)

You are visitor number **2760**





# CREST

Civilian Recognition  
Employee Services  
and Training

- Home
- CREST Search Wizard
- Human Performance
- Resumix
- Awards and Recognition
- Civilian Appraisal System
- Compensation and Benefits
- Employee Assistance
- Employee Labor Relations
- Employment Opportunities
- Quality of Life
- Training
- What's New?
- Information Assurance Briefing

- Webmaster
- NETPDTC Home
- CNET Home
- Adobe Acrobat
- Accessibility Information

## Resumix (Resume Builder)

[Jobs](#) - Type in the position title and location and it will take you to the job announcement. Click on Resume Builder to access the Resumix system.

[Resumix Updates](#)

[HRO Pensacola Resumix Link](#)

[Classification standards for GS positions](#) - This link is to the OPM web site listing occupational series, titles, grades, and pay systems for positions in the General Schedule (GS) in the Federal Service. The documents are available in the following formats: pdf ([Click here to download a PDF reader](#)); WP 5.1; and, WP 6.1.

[USAF Personnel Center](#) - This information lists the Occupational Series Index with associated skill requirements. While the codes do not apply to DoN personnel, the skill definitions provide information that can be used to develop your resume.

[USAF Standard Core Personnel Document Library](#) - This library was established to provide AF managers, supervisors, and personnel specialists with core personnel documents reflecting work typically found at installations across USAF for use when establishing new positions, revising current positions, or filling existing civilian positions. This information may be useful in developing your resume.

[Core Competencies resume samples](#) - This information is taken from the Veteran's Administration Homepage. It is a document file, which allows employees to "cut and paste"



[HOME](#)[Welcome to DONHR](#)[JOB OPPORTUNITIES](#)[HR LIBRARY](#)[SR EXEC SERVICE](#)[HR SERV CENTERS](#)

## Job Opportunities by Title or Region

[DONHR Home](#)[Jobs, Jobs, Jobs](#)[How To Apply](#)

Search for Department of the Navy Civilian Employment Opportunities three ways. You can:

[Search by Position Title](#)[Search All Open Positions](#)

or Search All Positions by geographic region on the map below.





[HOME](#)[Welcome to DONHR](#)[JOB OPPORTUNITIES](#)[HR LIBRARY](#)[SR EXEC SERVICE](#)[HR SERV CENTERS](#)

## Job Opportunities

[DONHR Home](#)[Jobs, Jobs, Jobs](#)[How To Apply](#)

Position Title Keyword:

Position Location Keyword:

HRSC Region:

*You can enter a partial keyword, e.g. biol for biological and biologist, a single keyword, e.g. computer or painter, or search on adjacent keywords, e.g. computer operator, management analyst, or sheet metal. Remember, the search is only being performed on position title.*

*Be careful when using both Location and Region keywords together. Some positions may be located in a particular city and state, but serviced by an HRSC in an entirely different Region. Also, some positions may have their location listed by Base or Activity, e.g. MCBH KBAY, not by city location, e.g. Kaneohe, Hawaii.*

[Home](#) | [Welcome to DONHR](#) | [Job Opportunities](#) | [HR Library](#) | [Sr. Executive Service](#) | [HR Service Centers](#)[Contact Us](#) | [Security & Privacy Info](#) | [Freedom of Information Act](#) | [Site Map](#)

Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)

An Official Department of the Navy Web Site



# Vacancy Search Summary

[HOME](#)[NEW SEARCH](#)

Click on an underlined position title below to view the full contents of the corresponding vacancy record.

POSITION TITLE	GRADE	SERIES	ORGANIZATION LOCATION	CLOSE DATE
<a href="#">MANAGEMENT / PROGRAM ANALYST / OFFICER</a>	Multiple Grades	0343	Southeast Geographic Area, Various locations serviced by HRSC-SE.	OPEN CONTINUOUS

[Return to TOP](#)



# Vacancy Record Report

[HOME](#)[NEW SEARCH](#)

The contents of the vacancy record you selected are displayed below:

**ANNOUNCEMENT DATE:** 2/14/2000

**ANNOUNCEMENT NUMBER:** SE0343

**OPENING DATE:** 2/14/2000

**CLOSING DATE:** OPEN CONTINUOUS

**DELETE BY DATE:** 12/31/2010

**LOCATION OF REQUESTING ORGANIZATION:**

Southeast Geographic Area, Various locations serviced by HRSC-SE.

**REGION:** SOUTHEAST

**POSITION TITLE:** MANAGEMENT / PROGRAM ANALYST / OFFICER

**PAY PLAN:** GS, DEMO

**FEDERAL JOB SERIES:** 0343

**GRADE:** Multiple Grades

**DUTIES:**

This series includes positions which primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge



the 6 months following their sponsor's relocating to the activity's commuting area regardless of the Area of Consideration specified.

**PROMOTION POTENTIAL:** Some positions may have promotion potential to a higher grade than the grade at which filled. Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

**SUPERVISORY PROBATIONARY PERIOD:** A one-year probationary period will be required for first-time managers/supervisors.

**TEMPORARY PROMOTIONS:** Competitive temporary promotions may be made using rosters established from this announcement and may subsequently be made permanent without further competition.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

**The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Southeast (228) 813-1028, DSN: 446-1028 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.**

[Take Me to the Resume Builder](#)

[Application Express](#)

[Return to TOP](#)





## DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

Welcome to the Department of the Navy On-line Resume Builder.

You may use this builder to create a resume to apply for the Job Announcement Number **SE0343, MANAGEMENT / PROGRAM ANALYST / OFFICER, GS, DEMO-0343-MULTIPLE GRADES** serviced by SOUTHEAST Human Resources Service Center.

### New

The Department of the Navy On-line Resume Builder was updated on 1-6-01 and has several new sections. If you are a returning applicant, please review your resume closely and complete any of the new sections that apply to you.

Our Resume Builder is password protected. Once you create a resume, it will be saved in our database. You may retrieve and edit your saved resume by accessing your password-protected Builder account.

### Please Scroll Down

Please Read our [Privacy Statement](#)

**NEW USERS - CREATE A NEW ACCOUNT HERE**

**If you do not have a password-protected user account:**

[Click here to create a new account](#)



**NEW USERS - CREATE A NEW ACCOUNT HERE**

If you do not have a password-protected user account:

[Click here to create a new account](#)

**LOGIN HERE (New users must create account first)**

If you already have a password-protected user account,  
please fill in the blocks below to retrieve your resume:

Your Social Security Number:  
(no dashes - e.g., 123456789)

Input your builder account password :  
**NOTE: passwords are case sensitive**

[Enter SSN/Password and Click here to login](#)

**RETRIEVE PASSWORD HERE**

Did you forget your password?





## DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

New

### Navy Online Resume Builder Log In - Account Registration

Please fill in the form below and click on the REGISTER button when finished:

Your Social Security Number:  
(no dashes - e.g., 12345678)

Identify a builder account password:  
(10 characters maximum length)

Verify your password by re-typing it exactly as entered above:

Identify a password hint:

If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.

Enter one valid email address:

Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.

Register





# DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

**Your Social Security Number and Password have been Authenticated.**

[Click here to continue](#)





# DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

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[Privacy Act Information](#)[Equal Employment Opportunity](#)[Sample Resume](#)

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## RESUME BUILDER INSTRUCTIONS

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information.

There are several required fields on this form. They are illustrated in *red, italicized* text. You will not be able to submit your resume using this builder if any required information is missing.

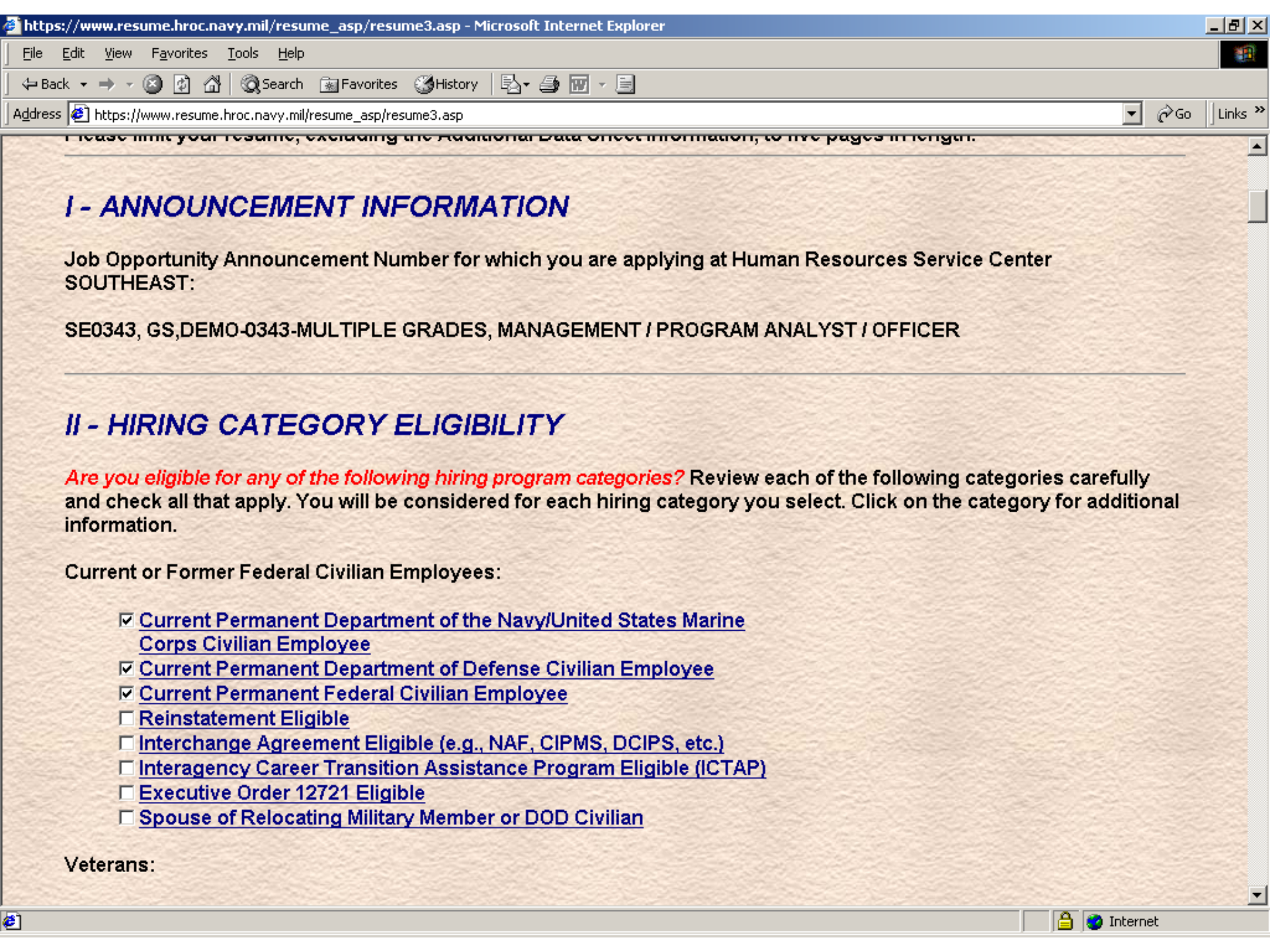
Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

Do not use signs and symbols such as % # \* ( ) / =. Use @ sign only in the designated E-Mail Address Block.

As with any on-line program, you may get disconnected or timed out from our resume builder without advance notification. This may be due to your Internet Service Provider, the configuration settings of your personal computer or a variety of other reasons. To avoid losing your resume data in this event, it is recommended that you periodically save your data by scrolling down to the bottom of the builder and clicking on the SAVE button.

Please limit your resume, excluding the Additional Data Sheet information, to five pages in length.





Please limit your resume, excluding the Additional Data Sheet information, to five pages in length.

## I - ANNOUNCEMENT INFORMATION

Job Opportunity Announcement Number for which you are applying at Human Resources Service Center  
SOUTHEAST:

SE0343, GS, DEMO-0343-MULTIPLE GRADES, MANAGEMENT / PROGRAM ANALYST / OFFICER

## II - HIRING CATEGORY ELIGIBILITY

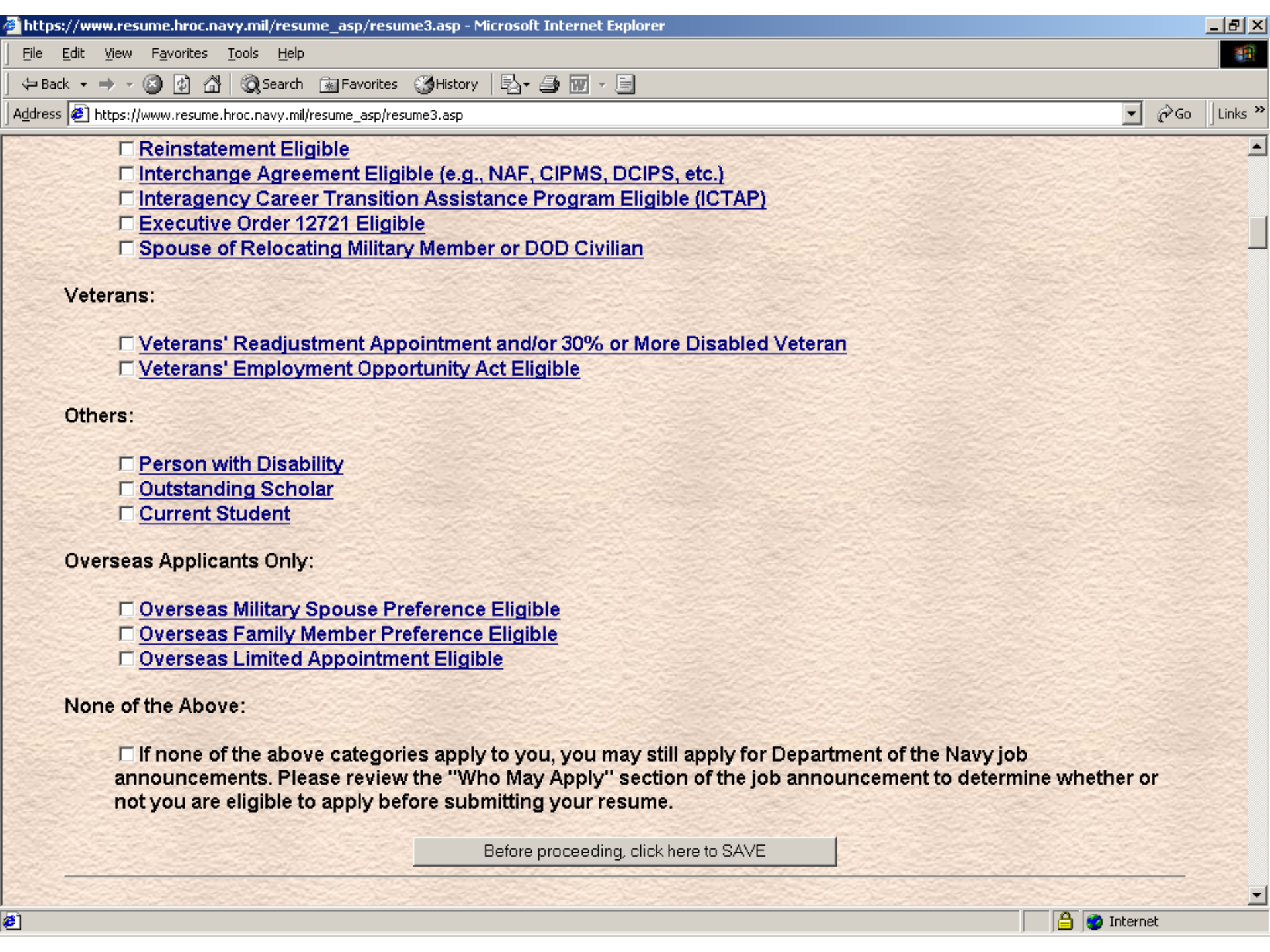
**Are you eligible for any of the following hiring program categories?** Review each of the following categories carefully and check all that apply. You will be considered for each hiring category you select. Click on the category for additional information.

Current or Former Federal Civilian Employees:

- ☒ [Current Permanent Department of the Navy/United States Marine Corps Civilian Employee](#)
- ☒ [Current Permanent Department of Defense Civilian Employee](#)
- ☒ [Current Permanent Federal Civilian Employee](#)
- ☐ [Reinstatement Eligible](#)
- ☐ [Interchange Agreement Eligible \(e.g., NAF, CIPMS, DCIPS, etc.\)](#)
- ☐ [Interagency Career Transition Assistance Program Eligible \(ICTAP\)](#)
- ☐ [Executive Order 12721 Eligible](#)
- ☐ [Spouse of Relocating Military Member or DOD Civilian](#)

Veterans:





- ☐ [Reinstatement Eligible](#)
- ☐ [Interchange Agreement Eligible \(e.g., NAF, CIPMS, DCIPS, etc.\)](#)
- ☐ [Interagency Career Transition Assistance Program Eligible \(ICTAP\)](#)
- ☐ [Executive Order 12721 Eligible](#)
- ☐ [Spouse of Relocating Military Member or DOD Civilian](#)

**Veterans:**

- ☐ [Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran](#)
- ☐ [Veterans' Employment Opportunity Act Eligible](#)

**Others:**

- ☐ [Person with Disability](#)
- ☐ [Outstanding Scholar](#)
- ☐ [Current Student](#)

**Overseas Applicants Only:**

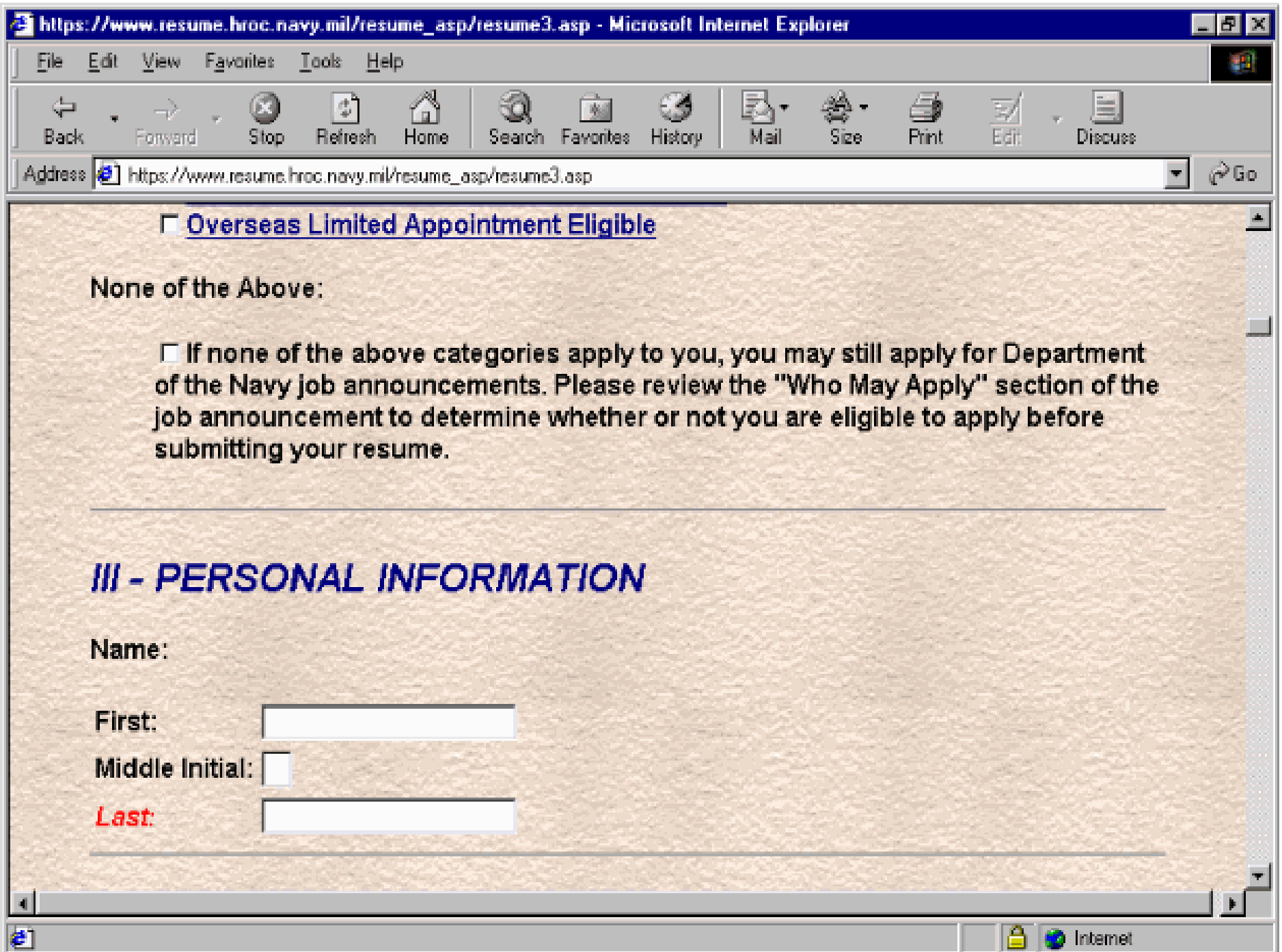
- ☐ [Overseas Military Spouse Preference Eligible](#)
- ☐ [Overseas Family Member Preference Eligible](#)
- ☐ [Overseas Limited Appointment Eligible](#)

**None of the Above:**

☐ If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement to determine whether or not you are eligible to apply before submitting your resume.

Before proceeding, click here to [SAVE](#)







File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit Discuss

Address  https://www.resume.hroc.navy.mil/resume\_asp/resume3.asp  Go

**Mailing Address:**

City:  State:  Zip:  -   
Country: (If other than US)

**Phone Numbers**

	Area Code	Number Prefix	Number	Extension
<b>Contact:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Work:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>DSN:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Examples:</b>				
U.S. Numbers:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## IV - WORK EXPERIENCE

Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different positions.

(1)

Employed From: (Format: mm-yyyy)  To: (Format: mm-yyyy)

Average Number of Hours Worked per Week:

Position Title:

If Federal civilian position:

Pay Plan:  Series:  Grade:

If promoted in this position, what was the date of the last promotion?

(Format: mm-yyyy)

Are you a temporary employee?



https://www.resume.hroc.navy.mil/resume.asp/resume3.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://www.resume.hroc.navy.mil/resume.asp/resume3.asp Go

Are you on a temporary promotion?


If non-Federal civilian position: Salary: \$  .  per

Agency or Company Name:

Mailing Address:

Supervisor Name:  Phone Number:

May we contact this supervisor? Yes/No

Description of Duties/Accomplishments:  (Please use the ENTER key for line and paragraph breaks. Insert a blank line after every 20 typed lines. Use TAB to jump to the next field. You are limited to approximately 7700 characters.)

(2)

Internet





# Resume Style

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- Use nouns and verbs
- Avoid adjectives
- Spell out acronyms (i.e. SME for “Subject Matter Expert”)
- Use simple sentences
- Write about a skill once
- Use plain language



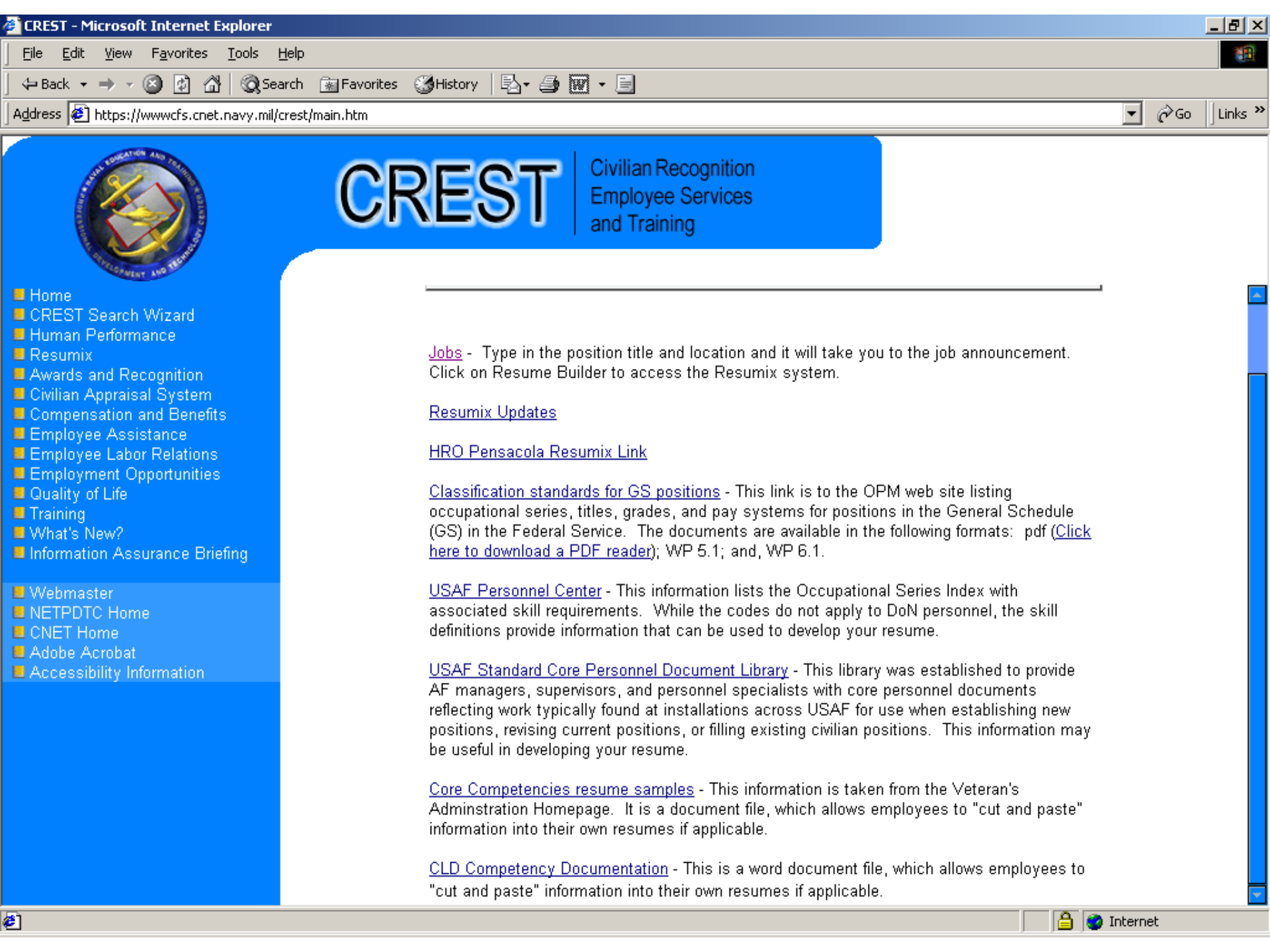


# Work Experience

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- List the jobs you've had PERTINENT TO YOUR CAREER GOALS
- List WHAT you did relative to your career goals & skills
  - Specific Duties (what you did, major tasks)
  - What you had to know
  - What you accomplished
  - Programs you worked with/in
  - Special tools & equipment used





# CREST

Civilian Recognition  
Employee Services  
and Training

- Home
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- Resumix
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- Civilian Appraisal System
- Compensation and Benefits
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- Employment Opportunities
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- Training
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[Resumix Updates](#)

[HRO Pensacola Resumix Link](#)

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[CLD Competency Documentation](#) - This is a word document file, which allows employees to "cut and paste" information into their own resumes if applicable.



## V - EDUCATION

(1)

High School:

City, State, Country (if other than US):

Year Completed: (Format: yyyy)

Diploma or GED equivalent:

(2)

College, University or Technical/Vocational School:

City, State, Country (if other than US):

Major:

Year Completed: (Format: yyyy)



## VI - OTHER WORK-RELATED INFORMATION

### Professional Training:

**List any courses that you have completed and consider relevant to your career goal(s). Please include course name, length, and completion date.**

Example: Supervising Civilian Employees, 40hrs, 6-98; Defense Cost and Price Analysis, 80 hrs, 08-97.

*(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 5000 characters.)*

### Professional Licenses and Certificates:



### Professional Licenses and Certificates:

**List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any.**

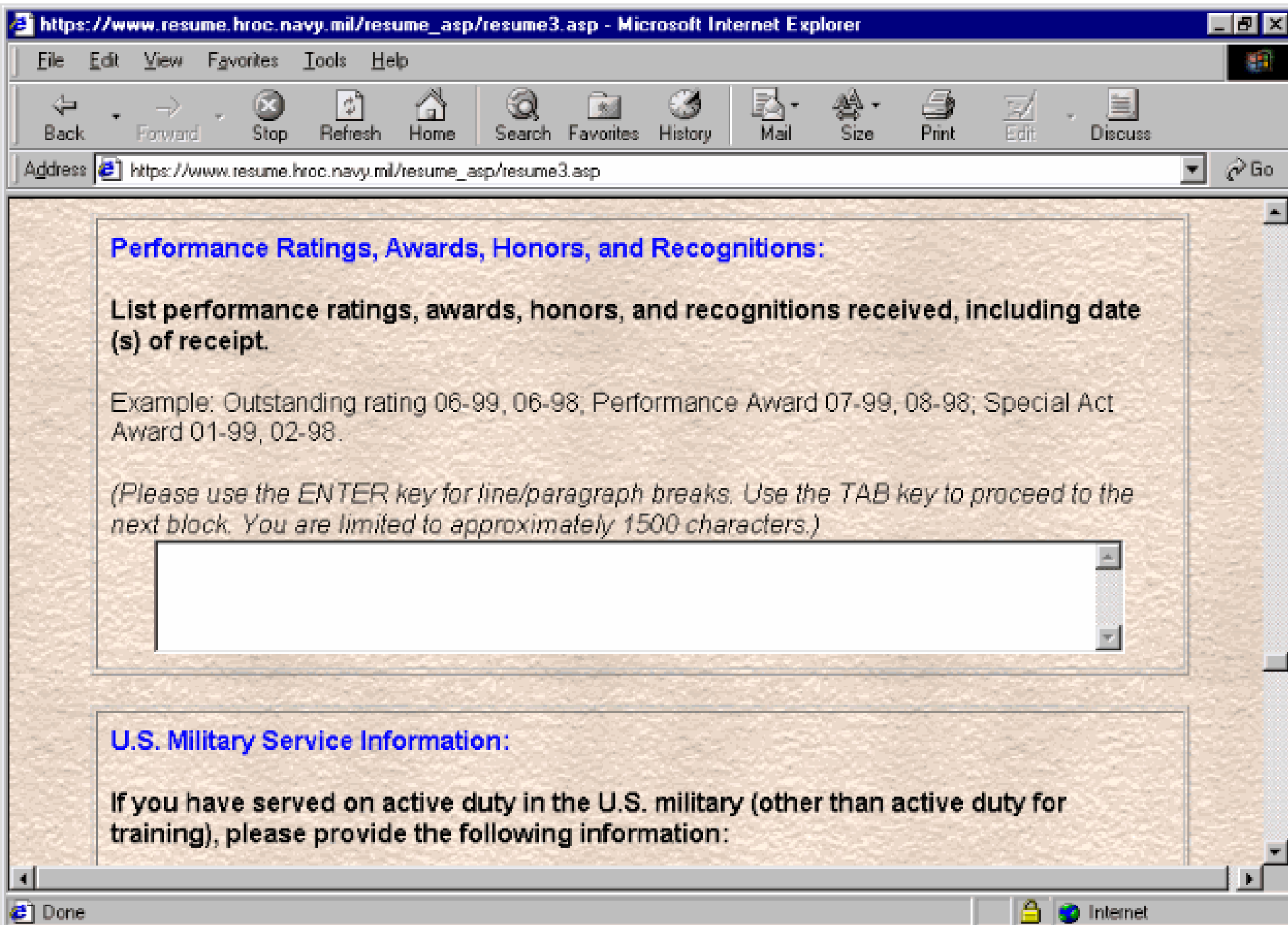
Example: Certified Public Accountant (CPA), Illinois, 06-95.

If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.

Example: DAWIA Level III Certification (Contracting), 08-96.

*(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 1500 characters.)*








https://www.resume.hroc.navy.mil/resume\_asp/resume3.asp - Microsoft Internet Explorer

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Address  https://www.resume.hroc.navy.mil/resume\_asp/resume3.asp Go

### U.S. Military Service Information:

If you have served on active duty in the U.S. military (other than active duty for training), please provide the following information:

For all periods of active duty military service, list dates (from and to) and branch of service.

From: (mm-yyyy)  To: (mm-yyyy)  Branch of Service


From: (mm-yyyy)  To: (mm-yyyy)  Branch of Service

If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service.

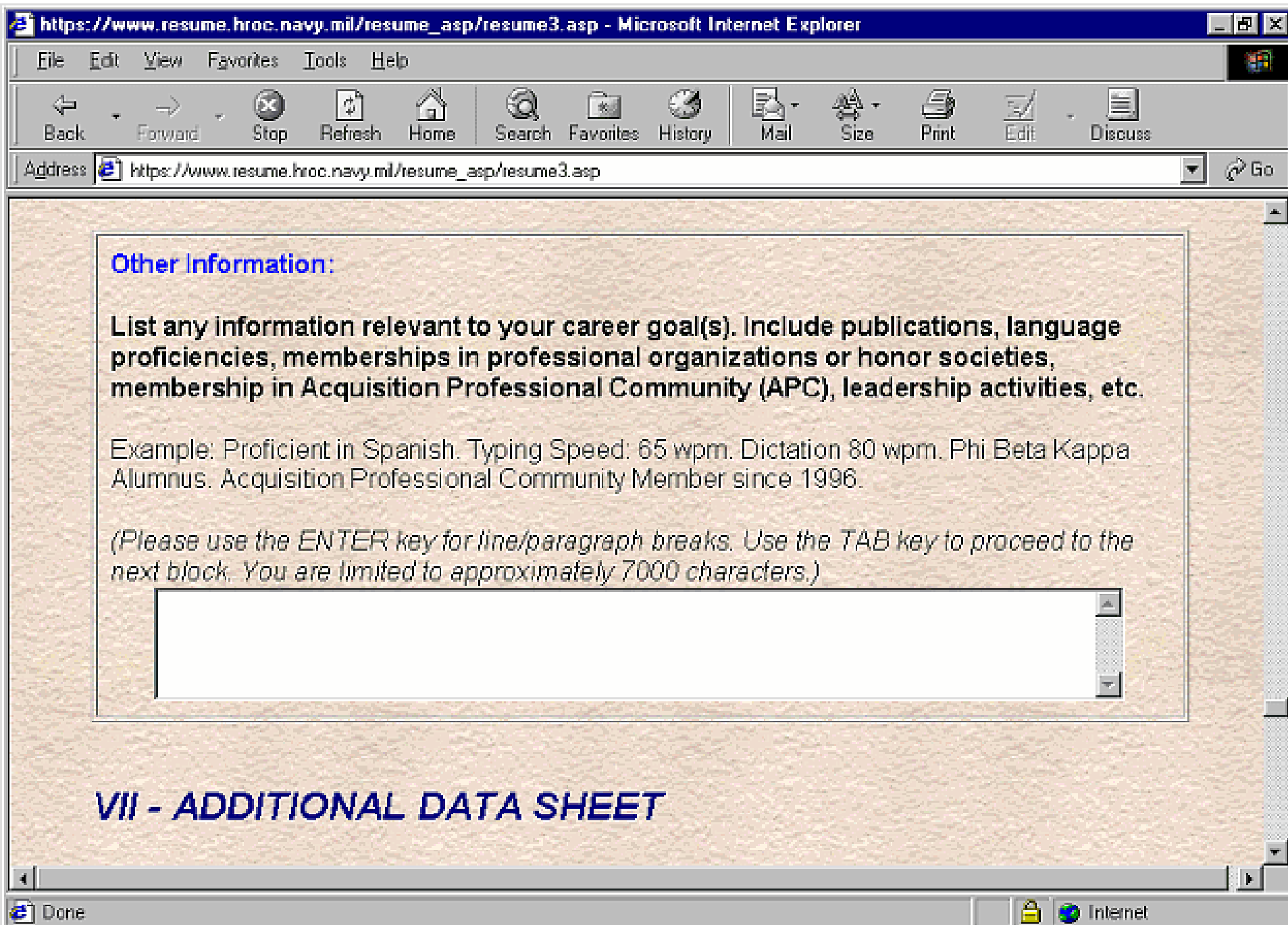
From: (mm-yyyy)  To: (mm-yyyy)  Branch of Service

From: (mm-yyyy)  To: (mm-yyyy)  Branch of Service

List any campaign badges and/or expeditionary medals received. Examples:  
Southeast Asia Service Medal, Purple Heart:

Done  Internet







## VII - ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

1. Are you a United States citizen? Yes/No

2. Please indicate if you are interested and available for any of the following types of positions:

- ☐ Part Time
- ☐ Temporary (positions lasting less than 1 year)
- ☐ Term (positions lasting 1 year or more, but less than 4 years)
- ☐ Shift Work
- ☐ Intermittent (on-call)
- ☐ Not interested/available in any of the above types of positions

3. How many days per month would you be available for work-related travel?



**4. Do you claim an entitlement to veterans' preference for hiring?** (NOTE: Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets). You may also click on the preference option for additional information regarding that preference.)

I am claiming:

- ☐ No Veterans' Preference
- ☐ [5-Point Preference](#)
- ☐ [10-Point Disability Preference](#)
- ☐ [10-Point Compensable Disability Preference](#)
- ☐ [10-Point Derived Preference](#)
- ☐ [10-Point 30% Compensable Preference](#)

**5. What is the lowest Federal civilian pay plan and grade you will accept?** Please check <http://www.opm.gov/local/payrates/index.htm> to view Federal pay rates.



**5. What is the lowest Federal civilian pay plan and grade you will accept?** Please check <http://www.opm.gov/local/payrates/index.htm> to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

**6. What is the lowest salary that you will accept?** Convert hourly wages to an annual salary. (Annual salary = hourly wage x 2087).

\$,000.00

**7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis?** Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:



7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan:  Grade:

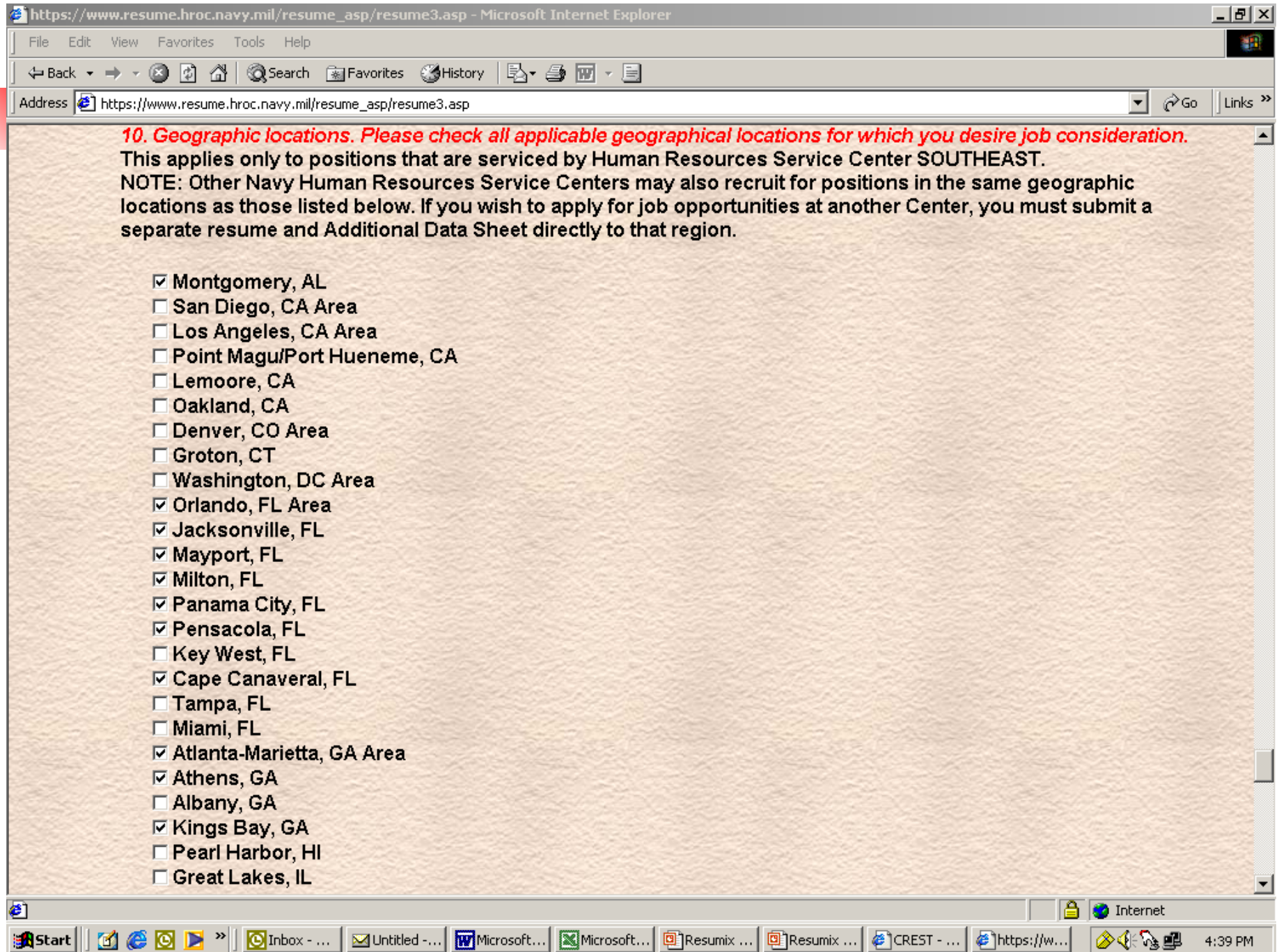
8. Can you type/keyboard at a minimum speed of 40 words per minute? Yes/No

9. If you are applying for a Firefighter, Law Enforcement, or Air Traffic Controller position, please provide your date of birth. (mm/dd/yyyy)

10. Geographic locations. Please check all applicable geographical locations for which you desire job consideration. This applies only to positions that are serviced by Human Resources Service Center SOUTHEAST.

NOTE: Other than Human Resources Service Center, you may also want to







- ☐ Memphis-Millington, TN
- ☐ Nashville, TN
- ☐ Corpus Christi, TX
- ☐ Dallas, TX
- ☐ San Antonio, TX
- ☐ Houston, TX
- ☐ Ft Worth, TX
- ☐ Ingleside, TX
- ☐ Kingsville, TX
- ☐ Suffolk, VA
- ☒ Virginia Beach, VA
- ☐ Arlington, VA
- ☐ Chesapeake, VA
- ☐ Quantico, VA
- ☐ Yorktown, VA
- ☐ Portsmouth, VA
- ☒ Norfolk, VA
- ☐ Newport News, VA
- ☐ Richmond, VA
- ☐ Seattle, WA
- ☐ Bremerton, WA
- ☐ Whidbey Island, WA
- ☐ Guantanamo, Cuba
- ☐ Heidelberg, Germany
- ☐ Naples, Italy
- ☐ Puerto Rico
- ☐ Miramar, CA
- ☐ Bethesda, MD
- ☐ Dahlgren, VA
- ☐ Silverdale, WA
- ☐ I am applying for an announcement in a geographic area other than the ones listed above



## ***BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)***

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:

PREVIEW

To SUBMIT your resume, click here:

SUBMIT

To SAVE your resume and EXIT without submitting, click here:

EXIT

To EXIT without saving or submitting your resume, click here:

CANCEL





# Tips

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- **Create your resume in a word processing document**
  - Allows the document to be spell checked
  - Copy and paste into Resume Builder
  - Ensure there is a new paragraph every 20 lines in the Resume builder, not the word document (18 lines in Word)
  - Create in **10 or 12 pitch** (Times New Roman, Courier, or Courier New)





# Submission of Multiple Series

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- Must submit your resume for each series you wish to be considered for. Go to “Application Express” at the bottom of the job announcement for the series you wish to be considered.
- You can use Application Express immediately after submitting your resume.
- Only **one** resume may be submitted to cover all job series that you apply for.



implied. SUPERVISORY PROBATIONARY PERIOD: A one-year probationary period will be required for first-time managers/supervisors. TEMPORARY PROMOTIONS: Competitive temporary promotions may be made using rosters established from this announcement and may subsequently be made permanent without further competition.

**The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.**

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[Take Me to the Resume Builder](#)

[Application Express](#)

Return to [TOP](#)





## DEPARTMENT OF THE NAVY *APPLICATION EXPRESS*

Application Express enables you to use the most recent, current resume you have on file with a Department of the Navy Human Resources Service Center to apply for other job announcements issued by that Center. Applying for a job using Application Express is easy. Start by answering Yes or No to the following statement:

I have a current up-to-date resume on file with the Human Resources Service Center SOUTHEAST and wish to use that to apply for this announcement?

Submit

Return To Job Opportunity Announcement





## DEPARTMENT OF THE NAVY APPLICATION EXPRESS

Please complete the following information and press the Submit button provided at the bottom of this page. Your on-file resume will then be placed into this job opportunity announcement for consideration.

First Name:

Middle Initial:

**Last Name** (required):

**Social Security Number** (required; no dashes):

Job Announcement Number: SE2003

Position Title: SUPPLY MANAGEMENT ANALYST / SPECIALIST / OFFICER

Pay Plan/Series/Grade: GS,DEMO-2003-MULTIPLE GRADES

**Contact Phone Number** (required):

Provide DSN if applicable

Area Code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address:

If you would like to receive a copy of your Application Express, please ensure that the above E-mail address is correct.





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Please complete the following information and press the Submit button provided at the bottom of this page. Your on-file resume will then be placed into this job opportunity announcement for consideration.

First Name:

Middle Initial:

**Last Name** (required):

**Social Security Number** (required; no dashes):

Job Announcement Number: SE2003

Position Title: SUPPLY MANAGEMENT ANALYST / SPECIALIST / OFFICER

Pay Plan/Series/Grade: GS,DEMO-2003-MULTIPLE GRADES

**Contact Phone Number** (required):  
Provide DSN if applicable

Area Code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address:

If you would like to receive a copy of your Application Express, please ensure that the above E-mail address is correct.

Submit My Application Express

Only click the Submit button once. Please wait while we contact the Human Resources Service Center SOUTHEAST to verify your information.

Cancel and Return to the Job Opportunity Search Results Page





# Resubmission of Resume

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- You must resubmit your resume into Resumix if you are selected for a **permanent** new **promotion**; your resume will drop out of the system – *does not apply to temporary promotions or lateral new jobs. Recommend updating to reflect new job duties.*
- If you are promoted within a Career Ladder Program or Upward Mobility Program, your resume is not removed from the system, but you should update it to reflect your current duties at the higher grade level.





# Resubmission of Resume

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- When you submit a new resume, even if it is a duplicate of the one already submitted, the new resume will cause all previous information, including series self-nominations and Additional Data Sheet information you had on file to be inactive.
- If you **submit a new resume**, you will need to **self-nominate again for the other series**.





# Resubmission of Resume

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- Must **resubmit** your resume **once every year**; HRSC will notify you within 30 days of the deadline and tell you the procedures to extend your resume.
- When you make changes to or view your resume, go into the **original region** in which you submitted or else block 10, Geographic locations, will be erased.





# Questions

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- Can I wait until I know a position is being advertised, so then I can address the specific experience called for in the position as opposed to submitting a generic resume/application?
- Resumix positions are open continuously, and if you wait to apply when you “hear” about an opening or vacancy, it may already be too late for your resume to be considered because the recruitment action for the vacancy may already be in progress.





# Questions

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- How will I know the HRSC has received my resume?
- Applicants using Resume Builder will immediately receive an AutoReply message that the resume has been received and will receive written notice once the resume is entered into the system in approximately 1-2 weeks.





# Questions

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- When I receive an e-mail notice that my resume has been received, does that mean my resume is in the system, available to be referred immediately?
- No. The e-mail is an AutoReply that tells you your submission was received by the Center. You will receive a written notice when your resume has been input into the applicant pool.





# Questions

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- What if I want to apply for both GS and WG positions?
  - In order for an applicant to be considered for another Pay Plan, send a self nomination email to [wantajob@se.hroc.navy.mil](mailto:wantajob@se.hroc.navy.mil) or your servicing HROC.
  - The email needs to include the following information: Name, SSN and Pay Plan with lowest grade acceptable.





# Questions

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- How do I know if my resume is being “hit” against job vacancies?
  - A letter is sent advising if applicant was found to be ineligible or not qualified.
  - A letter is sent advising if applicant was referred, but not selected.
  - A phone call is made to set up an interview.
  - A letter is sent advising if applicant was referred and selected (commitment letter).



# Questions


- What if I forget my password and/o

Resume Builder - Forgot your password? - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address <https://www.resume.hroc.navy.mil/reslogin/resforgotpass.asp> Go Links »



**DEPARTMENT OF THE NAVY  
ON-LINE RESUME BUILDER**

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**NEW**

**Navy Online Resume Builder Log In - Forgot Password?**

Forgot your password? Please fill out this form.

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Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Input your hint:	<input type="text"/>
<input type="submit" value="Submit"/>	

Done Internet




# Resumix Updates

CREST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address <https://wwwcfs.cnet.navy.mil/crest/main.htm> Go Links >>



## CREST

Civilian Recognition  
Employee Services  
and Training

- Home
- CREST Search Wizard
- Human Performance
- Resumix
- Awards and Recognition
- Civilian Appraisal System
- Compensation and Benefits
- Employee Assistance
- Employee Labor Relations
- Employment Opportunities
- Quality of Life
- Training
- What's New?
- Information Assurance Briefing

- Webmaster
- NETPDTC Home
- CNET Home
- Adobe Acrobat
- Accessibility Information

### [Resumix](#) >> Resumix Updates

[Resumix HRO update of 28 Jun 01](#)

[Resumix All Hands Brief of 21 Mar 01](#)

[Frequently asked Questions and Answers \(Feb 01\)](#)

When an applicant completes the Additional Data Sheet in the DONHR Resume Builder, they are only allowed to give 1 answer to #5. What is the lowest Federal civilian Pay Plan and Grade you will accept? Many applicants want to be considered for both GS and FWS (WG/WS/WT, etc.) pay plans. In order for an applicant to be considered for another Pay Plan, they need to send a self nomination to [wantajob@se.hroc.navy.mil](mailto:wantajob@se.hroc.navy.mil). The email needs to include the following information: Name, SSN and Pay Plan with low grade they will accept.

At this time, there is no longer an area in Resumix that allows you to list multiple job series for which you wish to be considered. Instead, there are three options for adding additional jobs:

1. Send an email to the "wantajob" address, and list the job announcements for which you want to be considered;
2. Go to the job announcement that you want to add and at the end of the announcement select, "Application Express" and complete the form. You will have to do this for each job you wish to add; or,
3. Use the self-nomination form found on the HRO Pensacola "Resume Builder Info Page." to list all the announcements for which you wish to be considered.

Done Internet





# Questions

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- NETPDTC POC
  - Victoria Knight (850) 452-1001, x1622
  - [Victoria.Knight@cnet.navy.mil](mailto:Victoria.Knight@cnet.navy.mil)
  - Room 2101, Bldg 2435
- CREST website  
<https://wwwcfs.cnet.navy.mil/crest>